

Agency Activity Inventory
by Agency
Appropriation Period: FY 2004-05

Agency: E08 - Secretary of State

Functional Group: Executive &
Administrative

114 Administration

The Administration Department of the Secretary of State provides executive leadership, policy development and implementation, legal services, financial services, information technology and human resources for the agency.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$422,733	\$372,733	\$0	No	\$50,000	7.00

Expected Results:

Effective and efficient administration of the agency. Ensure courteous and quick service for all customers.

Outcome Measures:

Office budget reduced by more than 10% before budget cuts that started in 2001. FTEs reduced from 41 to 27 before 2001. In 02-03 the Secretary of State's Office brought in more than 4 times in revenue for the General Fund than what it received in appropriated dollars. More than 60% of customers surveyed found the Secretary of State's overall service excellent or good.

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115 Corporations

The Corporations Division handles, reviews and processes all business filings for both South Carolina and out-of-state corporations, limited liability companies, limited partnerships, limited liability partnerships, nonprofit corporations and cooperatives. The division also handles many customer inquiries and provides a telephone customer service center. The division retrieves and provides historical documents for all entities that have registered in the office. Primary customers are law firms, CPAs, service companies and business people. The Corporations Division's activities are required by S.C. Code Title 33 (the corporate code) particularly Chapters 1- 19, 31, 42, 44 and 45-49.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$397,335	\$163,292	\$0	No	\$234,043	5.50

Expected Results:

Quick, efficient review and filing of corporate documents. Speedy customer service, particularly in phone room. Timely retrieval of corporate documents for customers.

Outcome Measures:

Total filings for 02-03 were 67,781, up from 48,768 in 01-02. More than 70,000 phone calls from customers, with an average wait time of 1:28. Databases moved to website resulted in 50% reduction of calls to call center

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due to customers now being able to search for information via the website.

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116 Uniform Commercial Code

The Uniform Commercial Code Division handles, reviews and processes all Uniform Commercial Code filings for customers, particularly banks, financial institutions and law firms. The division also processes customer search requests for documents necessary for financing transactions. This division's activities are mandated by S.C. Code Title 36, Chapter 9.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$419,613	\$165,570	\$0	No	\$254,043	5.50

Expected Results:

Quick, efficient review and filing of Uniform Commercial Code documents. Accurate search requests completed in order to insure quality financial transactions.

Outcome Measures:

Total filings for 02-03 were 54,978, up from 52,571 in 01-02.

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117 Notaries and Apostilles

This division receives, reviews and files all notary applications. Also, this division reviews all documents submitted for apostille and apostilles those that are appropriate. The statutory mandate for this division is Title 26, chapters 1 and 3.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$45,590	\$45,590	\$0	No	\$0	1.00

Expected Results:

Speedy and courteous handling of notary applications and questions and with documents to be apostilled.

Outcome Measures:

Total notary filings for 02-03 were 13,318. Total number of documents to be apostilled was 12,991.

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118 Boards, Commissions, Acts & Resolutions

This division receives, reviews and files all appointments to all boards and commissions. The division also files all acts and resolutions. Duties are statutorily required by S.C. Code 1-5-40.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$45,590	\$45,590	\$0	No	\$0	1.00

Expected Results:

Accurate filing of all acts, resolutions and orders and of all appointments to boards and commissions, including bonds and oaths.

Outcome Measures:

Total oaths, commissions and bonds for 02-03: 4964. Total acts, resolutions and orders - 233.

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119 Charities, Special Purpose Districts, Municipal Incorporations and Annexations

This division's primary responsibility is the registration and regulation of all public charities soliciting in South Carolina, including all persons and entities fundraising on their behalf. Duties include review of all registration statements, annual financial reports and joint financial reports. The division also includes two investigators who review and investigate all matters concerning charitable solicitations. One employee in this division does have an additional duty to maintain all registrations and applications for special purpose districts, municipal incorporations and annexations. The charities division statutory authority is Title 33, Chapter 56. Special purpose districts - Title 6, Chapter 16; municipal incorporations - Title 5, Chapter 1; annexations - Title 5, chapter 3.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$643,395	\$0	\$0	No	\$643,395	5.00

Expected Results:

Responsible, efficient oversight of more than 6000 registered charities and 3000 professional solicitors. Accurate review of financial reports. Aggressive investigation of solicitors who mislead the public about charitable donations. Prompt filing of special purpose district, municipal incorporation and annexation documents.

Outcome Measures:

This division handled 14,198 filings in 02-03. This included 6817 charity registrations and 3209 professional

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solicitor registrations. There were also 4172 annual financial reports filed for review. In 02-03, the division collected \$203,336 in fines, up from \$160,610 in 01-02. The charities division issued more than \$100,00 in fines for misrepresentations by professional solicitors to potential donors. Also, total special purpose district filings - 180. Total municipal incorporations and annexations - 527.

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120 Trademarks, Service of Process, Employment Agencies & Business Opportunities

This division handles the other registration, legal and investigative duties of the office. The division receives, processes and reviews applications and licenses for trademarks, employment agencies and business opportunities. One employee also investigates complaints concerning trademark violations, employment agencies violations and business opportunity fraud. Division also handles service of process on foreign corporations not authorized to do business in South Carolina. Statutory duties are found in S.C. Code 39-15-1110 (trademarks), 15-9-245 (service of process), 41-25-110 (employment agencies) and 39-57-40 (business opportunities).

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$59,403	\$59,403	\$0	No	\$0	2.00

Expected Results:

Prompt review of all trademark registrations, employment agency license applications and business opportunity applications. Cooperation with law enforcement in investigation of counterfeit goods cases and confiscation of counterfeit goods. Timely review of lawsuits against foreign corporations served on Secretary of State.

Outcome Measures:

Total trademarks filed for 02-03: 794. Total business opportunities - 84. Total service of process - 623. Total employment agencies filed - 256. Trademarks division also assisted law enforcement in the confiscation of more than \$1,200,000 in counterfeit goods. 28 arrests made in 02-03.

AGENCY TOTALS

Secretary of State

TOTAL AGENCY FUNDS	TOTAL GENERAL FUNDS	TOTAL FEDERAL FUNDS	TOTAL OTHER FUNDS	TOTAL FTEs
\$2,033,659	\$852,178	\$0	\$1,181,481	27.00